

We are currently updating our site; thank you for your patience.

SERVICE

WORK ORDERS - ADD LABOUR TIME

A work order holds all details with regard to the work done. All transactions concerning this work, including **labour time** are logged against the work order.

Ribbon Access: Service > Work Orders



Work Orders - Add Labour Time



- The Work Order Listing screen will be displayed.
- Select the **site**.



		Finance and HR Inventory Maintena	ing themes	Durban	-	an vera ve			ei - 6	8
9 📝 🗙 🔳	🛛 🔇 🔇	P	y 📬	1D	# Name					
dd Edit Delete Viev	Close Complet	e Reinstate	Print Export	0	All Sites		ports			
		Save Filter		1	Durban		•			
Maintain	# Process	Format a	Parts 1	2	Pretoria		ets a			
iks 4										
ter text to search P	fdWOCode •	fdDescription	fdRequestDate				fdl/OType	R-Priority	fidInvoiceable	
unctions			- an address water	x			inter the	ing rising	That IT Providents	
UNCLUM	W00001552	Post Contract Machine Repair.	24 Nov 2017	0	PR.30000078	SubProject 2	REP	,	Yes	
Tine	W00001551	05000222	23 Nov 2017	0	PR30000288	05000222	NOR		No	
	W00001550	6601010202	22 Nov 2017	0	PR30000287	8801010202	NDS		No	
	W00001549	Copier	22 Nov 2017	0	PR.30000286	Copier	NDS		No	
Services	B W00001547	880004	22 Nov 2017	0			NDS	-	No	
	W00001546	SP1912_ND5_2 - Network configuration	18 Nov 2017	0	PR.30000285	Sprint SP 19	100		No	
	W00001545	SP1912_ND5_1 - Machine installation	17 Nov 2017	0	PR.30000285	Sprint SP 19			No	
Third Party Services	W00001544	1818-1-1 - Check network requirements	18 Nov 2017	0	PR.30000283	Site Inspectino	INST	2	No	
internet) se nas	B W00001543	SP1912_ND5_2 - Network configuration	18 Nov 2017	0	PR.30000280	Sprint SP 19	π	2	No	
	· W00001542	SP1912_HDS_1 - Machine installation	17 Nov 2017	0	PR.30000280	Sprint SP 19	NDS	2	No	
10.0	W00001541	TES6.2 - Work Order 10	04Dec 2017	0	PR.30000279	Implementa	SERV	2	No	
Parts	B W00001540	TES6.1 - Work Order 9	03 Dec 2017	0	PR.30000279	Implementa	SERV	2	No	
	🗄 W00001539	TES5.2 - Work Order 8	01 Dec 2017	0	PR.30000278	Testing BPO2	SERV	2	No	
and the second	W00001538	TESS.1 - Work Order 6	30 Nov 2017	0	PR.30000278	Testing BPO2	SERV	2	No	
Loans	W00001537	TES4.2 - Work Order 6	27 Nov 2017	0	PR30000277	Developme	SERV	2	No	
	0 WO0001536	TES4.1 - Work Order 5	26 Nov 2017	0	PR.30000277	Developme	SERV	2	No	
	W00001535	TES3.2 - Work Order 4	24 Nov 2017	0	PR30000276	Design BPO2	SERV	2	No	
Swap Outs	B W00001534	TES3.1 - Work Order 3	23 Nov 2017	0	PR.30000276	Design BPO2	SERV	2	No	
	🗄 WO0001533	TE52.2 - Work Order 2	21 Nov 2017	0	PR.30000275	Specificatio	SERV	2	No	
	W00001532	TES2.1 - Work order 1	20 Nov 2017	0	PR.30000275	Specificatio	SERV	2	No	
Meters	WO0001531	TES6.2 - Work Order 10	21 Dec 2017	0	PR30000273	Implementa	SERV	2	No	
	B WO0001530	TES6.1 - Work Order 9	20 Dec 2017	0	PR.30000273	Implementa	SERV	2	No	
	(1), HIDSSALF30	WEER Hick Police A	10.044.0017	0	AR 35555375	Faction 6665	erris .		104	

• In this image **Durban** has been selected.



- Select the status.
 - This must be set to **Open**.

Home Equipment	andl	ocations Contract	Finance and HR Driventory Maintena	nce and Projects	Manufactur	ing Procureme	ent Sales Ser	vice Repor	trig Utiliti	es - 0	
B 🖗 🗙			Save Layout	ja 🗓	Durban		1	4			
· · · · ·	H	• • •	workspaces *		Öpen	• f	Find WO				
dd Edit Delete	Vev	Close Complet	te Reinstate 🎇 Save Filter	Print Export	Status	A StatusDe	ж	e orts			
Kentain		Proces	Format	Print .	C	Closed		rts ,			
aks	a .	15 N 18			M	Deferred Completed					
	0				0	Open					
en anna ar ann anna a'	1	fidWOCode •	fidDescription	fdRequestDate	X	Deleted		fdWOType	fdPriority	fidInvoiceable	1
Functions	,										
		W00001552	Post Contract Machine Repair.	24 Nov 2017	x		1	REP	2	Yes	
Time		W00001551	05000222	23 Nov 2017	0	PR.30000288	05000222	NOR	2	No	
		E W00001550	B801010202	22 Nov 2017	0	PR30000287	8601010202	NDS	2	No	
		🗉 W00001549	Copier	22 Nov 2017	0	PR.30000286	Copier	NDS	2	No	
Services		W00001547	680004	22 Nov 2017	0			NDS	2	No	
		W00001546	SP1912_NDS_2 - Network configuration	18 Nov 2017	0	PR30000285	Sprint SP 19	Π	2	No	
		W00001545	SP1912_ND5_1 - Machine installation	17 Nov 2017	0	PR.30000285	Sprint SP19	NDS	2	No	
Third Party Services		B W00001544	1818-1-1 - Check network requirements	18 Nov 2017	0	PRJ0000283	Site Inspectino	DIST	2	No	
		· W00001543	9P1912_NDS_2 - Network configuration	18 Nov 2017	0	PR30000280	Sprint SP19	Π	2	No	
		· W00001542	SP1912_NDS_1 - Machine installation	17 Nov 2017	0	PR.30000280	Sprint SP19	NDS	2	No	
Parts	ſ.	W00001541	TE56.2 - Work Order 10	04 Dec 2017	0	PR.30000279	Implementa	SERV	2	No	
		W00001540	TE56.1 - Work Order 9	03 Dec 2017	0	PR.30000279	Implementa	SERV	2	No	
		0 W00001539	TESS.2 - Work Order 8	01 Dec 2017	0	PR.30000278	Testing 8PO2	SERV	2	No	
1999		W00001538	TES5.1 - Work Order 6	30 Nov 2017	0	PR.30000278	Testing BPO2	SERV	2	No	
		· W00001537	TE54.2 - Work Order 6	27 Nov 2017	0	PR.30000277	Developme	SERV	2	No	
		🗄 W00001536	TES4.1 - Work Order 5	26 Nov 2017	0	PR.30000277	Developme	SERV	2	No	
		W00001535	TES3.2 - Work Order 4	24 Nov 2017	0	PRJ0000276	Design BPO2	SERV	2	No	
Swap Outs		W00001534	TES3.1 - Work Order 3	23 Nov 2017	0	PR.30000276	Design BPO2	SERV	2	No	
		E W00001533	TES2.2 - Work Order 2	21 Nov 2017	0	PR.30000275	Specificatio	SERV	2	No	
		🗉 W00001532	TES2.1 - Work order 1	20 Nov 2017	0	PRJ0000275	Specificatio	SERV	2	No	
Meters		W00001531	TES6.2 - Work Order 10	21 Dec 2017	0	PR.30000273	Implementa	SERV	2	No	
		W00001530	TE56.1 - Work Order 9	20 Dec 2017	0	PR.30000273	Inplementa	SERV	2	No	
		D. 0000001790	ween wild addeen	IA A MIT	0	A1 36444175	Parker 1965	2000		Ale.	
Eperans											



- Click on the **row selector** in front of the **work order** that you wish to **log labour time** for.
- Click on the **Time** tile.

Đ)		X		×	0	p	🔯 Save Layout	2	Durban	•		Ŷ.			
dd	Edit De	elete	Ven	Close	Complete	e Reinstate	Workspaces *	Print Export	Open		Find WO	Reports			
							% Save Filter		🙆 Refre			•			
	Maintain		-	-	Process		Format a	Print 4	_	Current	4 2	leports 4			
nles															
ter text	t to search.	n (0	fdIVOCode	•	fdDescription		fdRequestDate	fidStatus	fdProjectRef	fdProjectDesc	fdWOType	fdPriority	fdInvoiceable	fdBatch
Funct	ions		4												
	0.00	_	1	W0000	1552	Post Contract	Machine Repair.	24 Nov 2017	0	PR.30000078	SubProject 2	REP	2	Yes	
				W0000	1551	05000222		23 Nov 2017	0	PR.30000288	05000222	NOR	2	No	
				W0000	1550	8801010202		22 Nov 2017	0	PR.30000287	8801010202	NOS	2	No	
				W0000	1549	Copier		22 Nov 2017	0	PR.30000286	Copier	NDS	2	No.	
Servi	cesi			W0000	1547	880004		22 Nov 2017	0			NDS	2	No	
				W0000	1546	SP1912_NDS	2 - Network configuration	18 Nov 2017	0	PR.30000285	Sprint SP19	Π	2	No	
				W0000	1545	SP1912_NDS	1 - Machine installation	17 Nov 2017	0	PR.30000285	Sprint SP19	NOS	2	No	
Third	Party Serv	ios		W0000	1544	1818-1-1 - O	eck network requirements	15 Nov 2017	0	PR30000283	Site Inspection	DIST	2	No	
				W0000	1543	SP1912_NDS	2 - Network configuration	18 Nov 2017	0	PR.30000280	Sprint SP19	Π	2	No	
			P	W0000	1542	SP1912_NDS	1 - Machine installation	17 Nov 2017	0	PR.30000280	Sprint SP19	NDS	2	No	
Parts			Π	W0000	1541	TES6.2 - Wor	k Order 10	04 Dec 2017	0	PR.30000279	Implementa	SERV	2	No	
rau				W0000	1540	TES6.1 - Wor	Order 9	03 Dec 2017	0	PR.30000279	Implementa	SERV	2	No	
				W0000	1539	TESS.2 - Wor	k Order 8	01 Dec 2017	0	PR.30000278	Testing BPO2	SERV	2	No	
17.65				W0000	1538	TESS.1 - World	k Order 6	30 Nov 2017	0	PR.30000278	Testing BPO2	SERV	2	No	
Loars				W0000	1537	TES4.2 - Wor	k Order 6	27 Nov 2017	0	PR.30000277	Developme	SERV	2	No	
				W0000	1536	TES4.1 - Wor	k Order 5	25 Nov 2017	0	PR.30000277	Developme	SERV	2	No	
				W0000	1535	TES3.2 · Wor	k Order 4	24 Nov 2017	0	PR30000276	Design BPO2	SERV	2	No	
Snap	Outs			W0000	1534	TES3.1 - World	k Order 3	23 Nov 2017	0	PR.30000276	Design BPO2	SERV	2	No	
				W0000	1533	TES2.2 - Wor	k Order 2	21 Nov 2017	0	PR.30000275	Specificatio	SERV	2	No	
				W0000	1532	TES2.1 - Wor	k order 1	20 Nov 2017	0	PR.30000275	Specificatio	SERV	2	No	
Nete				W0000	1531	TES6.2 · World	k Order 10	21 Dec 2017	0	PR30000273	Implementa	SERV	2	No	
				W0000	1530	TES6.1 - World	k Order 9	20 Dec 2017	0	PRJ0000273	Implementa	SERV	2	No	
				W0000	1529	TESS.2 - Wor	k Order 8	18 Dec 2017	0	PR30000272	Testing BPO2	SERV	2	No	
100m	nere:				1996		ender f	170	*		T 0005	PPRM		Alte	

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 04/07/2024



The Time bookings for WO Code [] screen will be displayed.

• Click on Add.

	. '										rsion 2.1.0.42 - E					
4	Home	Equ	ipment	and Locato	-	1770		Inventory	Maintenanc	e and Projec	ts Manufacturin	g Procuremen	nt Sales Ser	vice Reporting	Utites	- 0
G)		6	0	2		0									
A	d Edi	De	lete	Back Si	ive Layout	Export	Refresh									
	Pro	cessing		- 10	Format ,	Print ,	Que a									
1	EmployeeN	F	firstNam	e LastNam	e CraftName	Schedu	ledStartDate	StartDate	StartTime	AmvalTime	EstLabourHours	RegularHours	OvertimeHours	OvertimeFactor	Comments	Blac
	1974		889.0		10100	19427		2010/02/2							Co colocial	1.00
1	007001	5	Susan	Du Toit	MNGT	17 Nov	2017	17 Nov 2017	10:30:00	10:20:00	0.00	1.50	0.00	1.00	Co-ordinated	Yes
and and	en Windows														08 Dec 20	



The **Time Entry** screen will be displayed.

- Work Order: This will be auto populated according to the work order <u>initially</u> selected.
- **Employee:** This will be auto populated with the name of the person currently creating the labour time log. You can click on the drop arrow and select a different employee from the menu if required.



Work Order WO000 Employee Sarah Craft Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30:	W00001542 Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T	Prance and HR II	nventory Mainte	nance and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	- 1
e Back oorss , Work Order WO000 Employee Sarah 1 Craft Comments Start Date 110er Start Time 09:30: Arrival Time 09:30:	Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T			*						
Work Order WO000 Employee Sarah Craft Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30:	Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T			*						
Work Order W0000 Employee Sarah Craft Comments Start Date 11.0ec Start Time 09:30: Arrival Time 09:30:	Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T			*						
Work Order W0000 Employee Sarah Craft Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30:	Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T			*						
Employee Sarah1 Craft Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30:	Sarah Mider 11 Dec 2017 • 09:30:53 ‡ End T			*						
Craft Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30:	11 Dec 2017 • 09:30:53 ‡ End T			•						
Comments Start Date 11Dec Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T	•								
Start Date 11 Dec Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T			*						
Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T									
Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T									
Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T									
Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T									
Start Time 09:30: Arrival Time 09:30:	09:30:53 🛟 End T			τ.						
Arrival Time 09:30:										
Contraction of the second		lime 09:45:53	:							
	09:30:53									
Regular Hours	0.250 🛟									
Overtime Hours	0 ‡									
vertime Factor Time										
Billable	1									

• **Craft:** Click on the drop-down arrow to display the craft menu list. Click on the craft you wish to add to



this time entry log.

Note: Only the crafts accredited to the <u>previously</u> <u>selected employee</u> will be listed in the menu.



	۲					Time Entry	BPO: Version 2.1.0.42 - Exa	mple Company						۵)
Ho	me Equ	pment and Loci	ations Co	ntract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø
	•														
e B	lack														
rocess	-														
w	lork Orde	W00001542		_											
		Theo Peters													
	Craf	-		_											
0	omment		me	ID .			4								
		2 ADM 11 DES	-	11											
		11 1000	_	11											
		x					7								
ş	Start Date	~	-	-	1										
5	Start Tim	09:39:51	:	End Tin	ne 09:54:51	:									
Ar	rival Tim	e 09:39:51	:												
Reg	ular Hour	s 0.	250 🛟												
Vert	ime Hour	5	0 ‡												
verti	me Facto	r Tme	1.23		•										
	Billable														

• **Comments:** In this text box, type a brief description of what the work order entailed.



Nore Epigement and Locators Contract Fnance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities - + Work Order W00001542						Time Entry	- BPO: Version 2.1.0.42 - Exa	mple Company					. 85		
Work Order W00001542 Employee Theo Peterson Cant DES Cant DES Comments Office layout design needed to incorporate installation of new machines. Start Date 11Dec 2017 Start Time 06:56:30 End Time 100:11:30 Arrival Time 06:56:30 Regular Hours 0.220 Vertime Hours 0 vertime Factor Time	Home Eq.	ipment and Loc	ations C	iontract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utities	¥)	θ
Work Order W00001542 Employee Theo Peterson Confit DES Comments Office layout design needed to incorporate installation of new machines. Start Date 11 Dec 2017 Start Tune 09:56:30 End Time 10:11:30 Arrival Time 09:56:30 0 \$ vertime Hours 0	6														
Work Order W00001542 Employee Theo Peterson Coaft DES Comments Office layout design needed to incorporate installation of new machines. Start Date 11Dec 2017 Start Time 09:56:30 Perfume Hours 0.250 vertime Hours 0	Back														
Work Order W00001542 Employee Theo Peterson Coaft DES Comments Office layout design needed to incorporate installation of new machines. Start Date 11Dec 2017 Start Time 09:59:30 Postionary End Time 10:11:30 Arrival Time 09:59:30 0 C vertime Hours 0	015														
Employee Theo Peterson Craft DES Comments Office layout design needed to incorporate installation of new machines. Start Date 11 Dec 2017 Start Time 09:56:30 End Time 10:11:30 Arrival Time 09:56:30 It met Time 00:250 vertime Hours 0 0 •				-						-				_	
Craft DES Comments Office layout design needed to incorporate installation of new machines. Start Date 11 Dec 2017 Start Time 09:56:30 End Time 10:11:30 Arrival Time 09:56:30 Regular Hours 0.250 vertime Hours 0	Work Orde	er W00001542	1												
Comments Office layout design needed to incorporate installation of new machines. Start Date 11 Dec 2017 • Start Time 09:56:30 ÷ End Time 10:11:30 ÷ Arrival Time 09:56:30 ÷ Image: Start Time 01:20 ÷ Arrival Time 01:20 ÷ vertime Hours 0.220 ÷ Vertime Factor Time	Employe	e Theo Peters	on		•										
Start Date 11 Dec 2017 Start Time 09:56:30 Arrival Time 09:56:30 Regular Hours 0.250 vertime Hours 0 vertime Factor Time	Cra	ft DES													
Start Time 09:56:30 Arrival Time 09:56:30 Regular Hours 0.250 0	Comment	Office layou	it design ne	eded to in	corporate installal	ton of new r	achines								
Start Time 09:56:30 Arrival Time 09:56:30 0:55:30 * Regular Hours 0.250 0 * vertime Factor Time *															
Start Time 09:56:30 Arrival Time 09:56:30 0:55:30 * Regular Hours 0.250 0 * vertime Factor Time *															
Start Time 09:56:30 Arrival Time 09:56:30 Regular Hours 0.250 0															
Start Time 09:56:30 Arrival Time 09:56:30 Regular Hours 0.250 0							T .								
Arrival Time 09:56:30 C Regular Hours 0.250 C vertime Hours 0 C	Start Dat	e 11 Dec 2017	1 •												
Regular Hours 0.250 C vertime Hours 0 C	Start Tim	e 09:56:30	:	End Tin	ie 10:11:30	;									
vertime Hours 0 🗘	Arrival Tim	e 09:56:30	:												
vertime Factor Time *	Regular Hour	rs 0.	250 🛟												
	vertime Hou	rs .	0 🛟												
Billable 🗹					٠										
	Billable	· V													
	Windows *												08 Dec	2017	7

• **Start Date:** Click on the drop-down arrow and use the calendar function to select the relevant start date.



- **Start Time:** Either type in or use the arrow indicators to select the correct start time.
- Arrival Time: Either type in or use the arrow indicators to select the correct arrival time.
- End Time: Either type in or use the arrow indicators to select the correct end time.



Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Ri Save Back	Reporting Utilitie	s - 8 X
the last		
2476 2407		
Process		
Work Order W00001542		
Employee Theo Peterson •		
Craft DES •		
Comments Office layout design needed to incorporate installation of new machines.		
Start Date 08 Dec 2017 *		
Start Time 07:00:00 C End Time 11:00:00 C		
Arrival Time 07:00:00 \$		
Regular Hours 4.000 \$		
Overtime Hours 0 \$		
Overtime Factor Time +		
Billable 🗹		
Open Windows *	08.0	ec 2017



• Regular Hours:

- i. Either, the system will calculate the difference between the Start Time and End Time entered in the previous step and will display the correct time taken accordingly.
- ii. Or, you can simply type in the time taken to complete the task without filling in the Start, End or Arrival Time.
- **Overtime Hours:** If overtime was booked, then type in or use the arrow indicators to select the amount of overtime in hours.
- Overtime Factor: Click on the drop-down arrow to select an overtime factor if relevant e.g. 'Normal Sunday Rate' or 'Overtime 2'.
 - Note: Select 'Time' if the hours worked were 'regular' hours.
- **Billable:** Click on this check box if this particular work order is billable.
 - Note: Manual work order labour is not billable. Client billable work should be logged by raising a call.



	٠					Time Entry	- BPO: Version 2.1.0.42 - Ex	mple Company					9	٥		X
P	Home	Squipment i	nd Location	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	÷.	đ,	2
Ľ	0															
Save	Back															
Proce	15															
1077411										-				-		
	Work Or	der WOO	001542													
	Emplo	yee Theo	Peterson		•											
	C	raft DES														
	Comme	ints Offic	e layout des	gn needed to	incorporate instal	ation of new r	nachines.									
	Start D	ate 08 D	ec 2017	•												
		ime 07:0		End T	ime 11:00:00	:										
		ime 07:0			C. horeacterin											
	egular Ho		4.000													
I I	ertime He		0													
		ctor Tme														
		ble 🗹														
-																
m Wi	ndows *												08 Dec	2017	1	

• When you have finished adding the time entry details, click on **Save**.

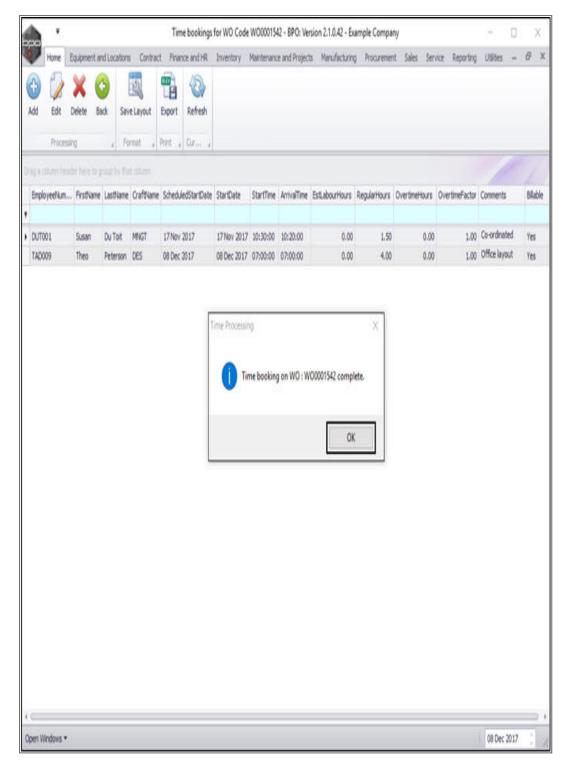


	۲					Time Entry	- BPO: Version 2.1.0.42 - Exa	mple Company						
	iome Eq.	ipment and Loca	stons	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	0
	0													
e	Back													
ocesi														
			-	_		_				-				
1	Work Orde	w W00001542												
	Employe	e Theo Peterso	n		•									
	Crat	ft des												
	Comment	S Office layout	t design r	needed to i	ncorporate installa	tion of new m	achines.							
	Start Dat	e 08 Dec 2017	٠											
	Start Tim	e 07:00:00	;	End Tir	me 11:00:00	:								
,	Arrival Tim	e 07:00:00	:											
Re	gular Hou	5	4:											
	time Hour		0 ‡											
ver	time Facto	ar Time												
	Billable	V												
	dous •												08 Dec	

- You will return to the **Time bookings for WO Code []** screen.
- A **Time Processing** message box will pop up informing you that;



- Time booking on WO: [] complete.
- Click on OK.





• You can now **view** the newly added time booking in this screen.

	۳					Tim	e bookings	for WO Code	W000015	42 - BPO: Ve	rsion 2.1.0.42 - E	kample Compa	ny			÷.	0	X
V	Hone	Equipmer	nt and t	ocations	Contract	Finan	ce and HR	Inventory	Maintenand	te and Project	ts Manufacturin	g Procuremen	vt Sales	Service	Reporting	Utites	-	Ø)
Add	Edt	X Delete	G Back	Sav	e Layout	Export	Refresh											
	Process					mnt 4	Qut 3											
Emplo	yeeNum	. FirstNa	sne La	stName	CraftName	Schedul	edStartDate	StartDate	StartTime	ArrivalTime	EstLabourHours	RegularHours	Overtmeho	urs O	vertmeFactor	Comments		Bilab
DUTO	01	Susan	D	Toit	MNGT	17 Nov	2017	17 Nov 2017	10:30:00	10:20:00	0.00	1.50	0	0.00	1.00	Co-ordinal	ted	Yes
TADO	09	Theo	Pr	terson	DES	08 Dec	2017	08 Dec 2017	07:00:00	07:00:00	0.00	4.00	0	.00	1.00	Office layo	ut	Yes

MNU.072.037